



# A Guide to Programs and Services

## Adult Basic Education (ABE)

This program provides adults with educational opportunities to acquire and improve their literacy skills, such as GED obtainment, ESL classes, computer literacy, basic skills enhancement, and work readiness in addition to citizen/civics education and family advocacy.

[education.state.mn.us/MDE/StuSuc/AdultEd/index.html](http://education.state.mn.us/MDE/StuSuc/AdultEd/index.html)

## Employer Services

Our employer navigators help companies tackle difficult workforce problems, including finding qualified workers, writing effective job postings, analyzing hard-to-fill positions, determining competitive salary and more.

[CareerforceMN.com/employers](http://CareerforceMN.com/employers)

## Dislocated Workers (DW) Program

DW offers free employment services and training opportunities to help individuals who are eligible for Unemployment Insurance and unlikely to return to their previous occupation or industry, find suitable reemployment. Tailored services address an individual's specific needs.

[CareerforceMN.com](http://CareerforceMN.com)

## Displaced Homemakers Program

This program helps individuals develop marketable skills needed to find and keep a job. Customers have worked mainly in the home, but must return to the workplace due to the loss of the family's primary financial support.

[CareerforceMN.com](http://CareerforceMN.com)

## Supplemental Nutrition Assistance Program (SNAP)

SNAP provides food support to adults between the ages of 18 and 50 who do not receive other cash assistance with services and who must comply with work requirements by participating in work or work-related activities.

[tinyurl.com/dhssnap](http://tinyurl.com/dhssnap)

## Minnesota Federal Bonding Program

Sometimes employers are reluctant to hire workers they view as risky, such as someone with a record of arrest, a history of drug or alcohol abuse, suitable employment history or other reasons. Bonding is no-cost employee insurance that protects employers against employee theft of money or property. Employers, not job seekers, apply for these bonds. However, it is useful for job seekers to know about the program, since they can bring the bonds to the attention of a potential employer.

[CareerforceMN.com](http://CareerforceMN.com)

## MinnesotaWorks.net

MinnesotaWorks.net is the state's searchable online jobs database. View thousands of job listings from private employers statewide, upload a resume, apply for jobs online, manage and track job search efforts, and sign up for email notification of new job listings.

[www.MinnesotaWorks.net](http://www.MinnesotaWorks.net)

## Migrant and Seasonal Farmworkers Program

In specially designated CareerForce locations in key regions of the state, our migrant labor representatives help farmworkers find jobs and provide referrals to other community services.

[CareerforceMN.com](http://CareerforceMN.com)

## Minnesota Family Investment Program (MFIP)

MFIP and the Temporary Assistance for Needy Families (TANF) Program offer employment-related services for clients making the transition from public assistance to work.

[tinyurl.com/mndhsmfip](http://tinyurl.com/mndhsmfip)

## National Career Readiness Certificate (NCRC™)

The NCRC™ is a credential that helps job seekers stand out in a competitive job market by showing employers they have the skills and motivation needed. The exam highlights job seekers' strongest, most marketable skills. It also identifies areas of improvement. The NCRC™ assessments are offered at no charge at select CareerForce locations.

[CareerforceMN.com](http://CareerforceMN.com)

## Senior Community Service Employment Program (SCSEP)

This program provides part-time community service assignments for people 55 years or older who earn less than 125 percent of the federal poverty income guidelines. Community service assignments are used as training opportunities to gain employment without government subsidies.

[CareerforceMN.com](http://CareerforceMN.com)

## Shared Work Program

Shared Work offers an alternative to layoffs for employers facing a temporary downturn in business. The program allows employers to divide available hours of work among a group of employees instead of implementing a full layoff. These employees may then receive partial Unemployment Insurance benefits while working reduced hours.

[mn.gov/deed/business/managing-business/considering-layoff/shared-work-program.jsp](http://mn.gov/deed/business/managing-business/considering-layoff/shared-work-program.jsp)

## State Services for the Blind (SSB)

SSB provides the tools, training and technology to help people who are blind, visually impaired, DeafBlind or experiencing vision loss to live independently and to prepare for, find and keep a job.

[MNSSB.org](http://MNSSB.org)

## Trade Adjustment Assistance (TAA)

The TAA program is available to workers who lose their jobs, hours or income as a result of increased foreign trade activity. Workers may be eligible for training services, job search allowances, relocation allowances and reemployment services.

[CareerforceMN.com](http://CareerforceMN.com)

## Vocational Rehabilitation (VR) Services

Our VR Services unit can help persons with disabilities prepare for, find and keep a job, and live as independently as possible.

[CareerforceMN.com](http://CareerforceMN.com)

## Veterans Services

Current or former military members, no matter era of service, receive priority services in all CareerForce locations. Specially trained Veterans Employment Representatives assist veterans who have been discharged or left active duty in the last three years; have significant challenges finding or keeping a job; or have a service-connected disability.

[CareerforceMN.com](http://CareerforceMN.com)

## Unemployment Insurance (UI)

UI benefits provide a temporary, partial wage replacement to workers whose hours have been greatly reduced, or who are unemployed, through no fault of their own.

[www.uimn.org/uimn](http://www.uimn.org/uimn)

## Work Opportunity Tax Credit (WOTC)

WOTC is a federal tax credit available to all private-sector businesses as an incentive to employers to hire workers in certain groups who consistently experience high rates of unemployment.

[CareerforceMN.com](http://CareerforceMN.com)

## Workforce Investment Opportunity Act Adult Program

This program provides assistance to adults to help them become and stay employed, gain skills and increase their earnings. Priority is given to individuals who receive public assistance, individuals living with low incomes, and veterans.

[CareerforceMN.com](http://CareerforceMN.com)

## Youth Services

A variety of programs are available to help youth who come from low-income families, have difficult barriers to employment, and are at the greatest risk of suffering serious setbacks in life without extra help and professional guidance. These programs are designed to help at-risk teens and young adults find jobs, build job skills, learn specific trades, and explore education, training, and career options.

[CareerforceMN.com](http://CareerforceMN.com)

Careerforce is an equal opportunity employer and service provider. Upon request, this information can be made available in alternate formats for individuals with disabilities. Any individual requiring an accommodation to access services at a CareerForce location should contact the CareerForce location directly. A proud partner of the American Job Center Network.